

**ADDENDUM 1**  
**#08-RFP-0106**  
**Early Childhood Education and Assistance Program (ECEAP)**  
**Expansion**  
**Questions and Answers**

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Q: Can two different agencies apply for ECEAP slots to serve high-need communities with no other preschool options as long as they work together to coordinate efforts?

A: Yes. You can describe this coordination in the proposals. We will be requiring signed agreements for overlapping and neighboring service areas later in the process.

Q: How should the audit be submitted? We can print out reports from the state auditor's website or provide the link in the application. To fulfill existing grant requirements, we have provided the link in the past. *RFP Section 3.3, B 3*

A: We will accept either the printed version or the link.

Q: To whom should the letter of submittal be addressed?

A: You may address the letter of submittal to Stephanie Benfield, the RFP Coordinator.

Q: Do we need to list all community college employees, since they are state employees? *RFP Section 3.4, question 2*

A: No. Only list employees who have been employed by the Department of Early Learning or the Department of Community, Trade, and Economic Development in the past 24 months.

Q: Could two departments within one agency each submit a proposal?

A: No. We would want one proposal per agency, and would expect the agency to coordinate internally to manage this. If the proposal is successful, we would issue one contract per agency.

Q: Does the letter of intent commit us to the number of slots for our application?  
*RFP Exhibit A.*

A: No. The letter of intent should be your best estimate.

Q: Will the ECEAP expansion include opportunities for funding for Early Head Start centers serving children for 4 weeks old through 2 years, 11 months? *RFP Section 1.2, and ECEAP Performance Standard B-3*

A: No. ECEAP serves children who are three-years-old, but not yet five-years-old by August 31<sup>st</sup> of the school year.

Q: Can we subcontract ECEAP with for-profit entities, either privately owned or corporate?

A: Yes. RCW 43.215.415 allows this.

Q: Can we begin a new site with staff who are on Professional Development Plans as allowed in ECEAP Performance Standard C-4 ? *RFP Section 3.2, E (1)*

A: Yes

Q: Do you want a list of contracts that applicants and potential subcontractors have with the Department of Early Learning, or with all Washington State agencies?  
*RFP Section 3.4, Question 1*

A: Both. We need a list of all contracts with the Department of Early Learning and all other state agencies.

Q: Is RFP Exhibit C- Budget Detail Worksheet the only budget information you need? Do you need narrative of budget detail? Do you need subcontractor budget detail?

A: We only need the one-page Budget Detail Worksheet. We don't need separate budgets for subcontractors.

Q: Can a program submit a proposal if they know that many other districts have substantially higher number of participants in the free lunch program?

A: There is no minimum percentage of free lunch recipients required, and that they should explain all factors that would help us understand local need within their proposal.

*DEL received Intent to Apply letters from 37 organizations, estimating that they will request 2,462 slots. A total of 1,145 slots will be awarded.*